

ATTACHMENT 1

See chapter 7, paragraph H2c.

RETURN OF HAZARDOUS WASTE WITHOUT A MANIFEST

NARRATIVE: All issue transactions for hazardous waste require the input of manifest data. All shipments of hazardous waste over public roads require manifesting. However, if the DRMO has a customer on the same installation and public roads are not used, a manifest must still be completed, but it will be a "dummy" manifest.

1. To complete the manifest the following data entries are required. The examples given are for a "dummy" manifest.

a. Manifest Document Number

(1) Enter the following:

(a) Positions 1-5: DUMMY

(b) Positions 6-8: DRMO RIC

(c) Positions 9-13: Julian Date

(d) Positions 14-17: Serial Number

(2) Example: DUMMYSYB952050001

b. US EPA Transporter ID Number:

Enter XXX999999999

c. Additional EPA Transporter Numbers - - leave blank

d. TSDF Permit Number:

Enter XXX999999999

e. EPA Hazardous Waste Code

Enter X999

f. Designated Facility US EPA ID Number:

(1) Enter the following

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(a) Position 1-3: DRMO RIC

(b) Position 4-8: Julian Date

(c) Position 9-12: Serial Number

(2) Example: SYB952050001

g. In the four fields that comprise the address of the designated facility, enter the name and address of the organization to which the property was actually issued.

2. On the day after the above data is entered, access the Record Manifest Return Date Screen. Enter the dummy manifest number and the current date.

NOTE: Dummy data should be entered onto the manifest screens ONLY when actual manifesting is not required and maintain that documentation on file. Any questions about manifesting requirements should be directed to the DRMO or DRMS-DE/DW Environmental Specialist.